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(Haw. - to communicate)

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www.honolulu.gov/nco

New additions to the Neighborhood Commission Office Website

Two new links were recently added to the NCO website (www.honolulu.gov/nco). One links to a page containing official letters from the Office of Information Practices concerning Neighborhood Board matters. The second links to the 'Olelo website listing the latest broadcast schedule for the Neighborhood Board meetings.

Neighborhood Commission Office Update on Neighborhood Board Member Guidebook

The updated Neighborhood Board member guidebook will be distributed to all Board members shortly. The Guidebook should be utilized as a source to inform Board members of relevant City and State laws, the Neighborhood Board System, and the policies of the Neighborhood Commission Office. The Guidebook will be available online at the Neighborhood Commission website.

Required Information Practices Training – “Sunshine Law” ...

As a Board member, you are advised that in 2004, the City Council passed an ordinance requiring all Board Members and Commissioners with the City and County of Honolulu to attend Sunshine law training. 306 Board members have received training (65 percent of all Board members); and are now in compliance with the training requirement. Letters certifying those who attended the May 14th, June 28th, or August 29th trainings have been distributed and copies provided to the Board chairs.

Reminder about unauthorized use of City Seal

The Neighborhood Commission Office would like to remind all Board members that chapter 41-1.2 of the Revised Ordinances of Honolulu strictly prohibits unauthorized use of the City Seal. Only documents originating with the Neighborhood Commission Office or the Neighborhood Commission should display the City Seal.

Office of Information Practices ...

The State Office of Information Practices (OIP) has issued a number of opinions in response to specific questions from the Neighborhood Commission Office and Neighborhood Board Members. Several of the opinions with wide impact can be viewed on the NCO website. Two common points found in many OIP opinions are: 1) the right for the public to testify on any agenda item before the board and 2) the requirement that Neighborhood Board agendas list in sufficient detail everything the Board will consider at their meeting. If you would like to submit a question to the OIP, call them at 586-1400 or e-mail them at ois@hawaii.gov.

Board Chairs Gathering...

On September 26, 2005, Board Chairpersons visited with Executive Secretary Baybee Hufana-Ablan and her administration team.

During the gathering, attendees exchanged ideas and were given a short presentation by a Civil Defense representative about their efforts to create civilian volunteer response teams.

New Member Orientation Workshop

On July 28, the Neighborhood Commission Office conducted its second New Member Orientation workshop. The workshop covered topics including elections, Neighborhood Board budgets, use of Mass media (videos, newsletters, and surveys), and a general overview of the Neighborhood Board System. In the question and answer forum, members were given an opportunity to ask questions directly of the NCO staff as well as share their experiences. We intend to hold similar informational workshops in the future, including sessions on parliamentary procedure.

Neighborhood Assistant Board Assignments...

The rising cost of fuel prompted the Neighborhood Commission office to reevaluate the board assignments of our Neighborhood Assistants (NA). In

addition to the travel time between the NA's residence and worksite to the board meeting sites, we have factored in among other things the safety of the NA, the number of board members serviced by the NA and the average length of board meetings into our final assignment decisions. The new assignments will become effective with the first board meetings of the new calendar year. We understand the realignment will not meet with everyone's approval, but it is our hope that these changes will benefit all in the foreseeable future.

Revised Neighborhood Plan Update...

The Neighborhood Plan is the foundation and definition source for many Board activities, powers

and duties. The Neighborhood Commission, which is charged by the City Charter to review and evaluate the effectiveness of the neighborhood boards, wrote the original plan and has a Neighborhood Plan Committee which is considering changes to current Revised Neighborhood Plan 1986 (1998 edition). Commissioners will vote on proposed changes after 30-days public notice of a hearing (published in a newspaper), the hearing itself, and a two-week period for additional written comments. The Plan Committee has not yet agreed to a document for public review but is continuing to meet. The last significant change to the Neighborhood Plan was made in 2001.



Happy Holidays from the
Neighborhood Commission
Office Staff

